Wisconsin's Equitable Services Set-Aside Calculator Instructions for FY 2009-2010

(The equitable services set-aside calculator will need to be updated each fiscal year –
this calculator is based on an IDEA award that includes both regular and ARRA funds)

Spreadsheet Protection

This is a protected Excel spreadsheet. It needs to be protected so that cells in the equitable
services set-aside calculator cannot be adjusted by the user. To make changes and add data, the
spreadsheet must be unprotected.

- In Office 2007, go to the "Review" tab and click on "Unprotect Sheet."
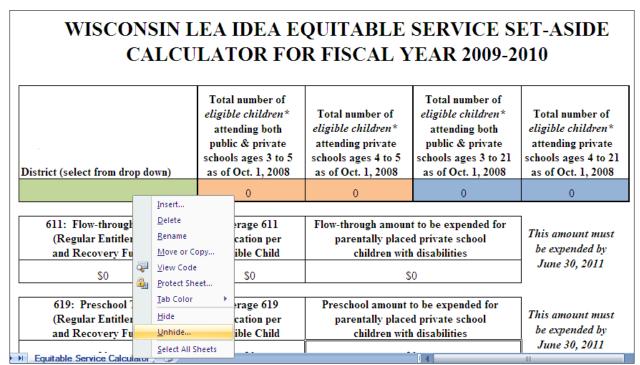
Spreadsheet Title

The title is in the header section.

- To change the title, go to the "Layout" tab and click on "Header and Footer."

Data Sheets

The Equitable Services Set-Aside Calculator pulls in data from a hidden sheet. "Equitable
Services Set-Aside Calculator" is present, while the data tab is hidden.

- Go to the 'Equitable Service Calculator' tab at the bottom of the spreadsheet. Right click
  over the "MOE Calculator" tab and select "Unhide" from the menu. Select Data from the
  options that appear.

- "Unhide" the hidden sheet "Wisconsin Data" for an example of how the data is set up according to the following directions.

DATA SHEET

For each of the following columns, begin populating the data on **Row 3**. This allows for the calculator to remain blank when no LEA is selected.

Column A
Populate Column A with the LEA number or other identifying information (or leave blank). This number does not appear in the calculator.

Column B
Populate Column B with the name of the LEA that you want to appear in the drop down menu in the calculator.

Column C
Populate Column C with the LEA's 2010 IDEA Part B 611 flow-through grant award. This amount should include both the regular entitlement and ARRA entitlement funds.

Column D
Populate Column D with the LEA's 2010 IDEA Part B 619 preschool grant award. This amount should include both the regular entitlement and ARRA entitlement funds.

Final Steps

Once this data is entered, the "Equitable Services Set-Aside Calculator" should not need any other tweaking. The information provided on the Data Sheet is populated into the calculator.

- To hide the "Data Sheet," right click the mouse on the "Data" tab and select "Hide."

- To protect the spreadsheet and enable the calculations on the MOE calculator, select the "Review" tab and click on "Protect Sheet." It is optional to enter a password.

Currently, 445 rows (down to row 448) have equations in the auto calculated cells. If you have fewer LEAs than this, simply "delete" the rows from where you end down to row 448 (or further)

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